



Checklist: How to Support Employees with Autism

- ___ 1. Offer education to supervisors and managers about how to support autistic employees.
- ___ 2. Emphasize patience and compassion for employees as they adjust to their new work environment.
- ___ 3. Consider how best to provide “reasonable accommodations” to support autistic employees’ success before they enter the organization.
- ___ 4. Upon hiring, listen to what each person needs and provide requested support whenever possible.
- ___ 5. Offer flexible work hours.
- ___ 6. Expect, as with all employees, miscommunication to happen and anticipate how to address misinterpretation for better success.
- ___ 7. When communicating, adapt to the communication preferences of each employee.
- ___ 8. Remember that it is more difficult for neurodiverse employees to monitor or regulate their nonverbal behavior such as eye contact, frowning, fidgeting, etc.
- ___ 9. Consider encouraging neurodiverse employees to keep video off during conference calls.
- ___ 10. When assigning tasks, clearly define (SMART) goals and desired endpoints.
- ___ 11. Divide tasks into steps and offer the next step at completion.
- ___ 12. Discuss work schedules to provide a consistent routine with breaks and time off.
- ___ 13. Follow-up verbal instructions with written detail.
- ___ 14. Consider recording or transcribing notes.
- ___ 15. Create a safe environment for employees to ask for help if needed.
- ___ 16. Clarify how feedback is given and be consistent, stay calm, be concise and remain constructive.
- ___ 17. Reduce sensory overload by providing quiet rooms/spaces, adjustable lighting, permission to use noise-cancelling headphones, etc.
- ___ 18. Practice being direct without using coded language or jargon.
- ___ 19. Create a safe space to share feelings, requests and frustrations.
- ___ 20. Celebrate the unique contributions of all employees with members of the team.